



GENERAL SERVICES COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Tuesday, November 2, 2021 at 8:10 am
VIA Remote Participation

The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. Budget Amendments 2021
 - b. Budget Introduction 2022
4. Status Update – Other Committees
 - a. Budget Amendments 2021
 - b. Budget Introduction 2022
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

Village of Suttons Bay is inviting you to a scheduled Zoom meeting.

Topic: General Services Committee meeting

Time: Nov 2, 2021 08:10 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82658451537?pwd=bXVMcFZ3T3kxMTkzNW55V1pxMFo2Zz09>

Meeting ID: 826 5845 1537

Passcode: 497257

One tap mobile

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	2017	2018	2019	2020	2021	2021	2021	2022
	Actual	Budget	Actual	Actual	Adopted	Amended	Proposed	
Streetlighting								
Utilities - Electric	11,437	12,000	12,751	11,968	13,500	14,500	14,500	
Total Streetlighting	11,437	12,000	12,751	11,968	13,500	14,500	14,500	
Public Works								
Administrative Wages	6,525	6,584	12,289	24,197	25,200	25,200	18,000	
Wages	6,641	6,515	5,507	5,434	5,800	5,800	5,800	
FICA Contribution	959	1,003	1,311	2,222	3,100	3,100	3,100	
Medical Insurance	2,541	2,510	1,640	2,493	2,700	3,200	4,000	
Workers Compensation	135	153	103	101	325	325	500	
Retirement Contribution	657	595	1,491	2,796	3,100	3,100	2,550	
Life, AD&D Insurance	181	155	161	228	275	275	300	
Unemployment	1	667	10	8	100	100	100	
Office Supplies	0	200	200	179	200	200	200	
Operating Supplies	786	2,000	995	2,463	1,000	4,000	1,000	
Waste Removal	7,284	10,000	9,120	8,598	10,000	13,000	13,000	
Rental	1,213	2,400	1,742	2,755	2,800	2,800	2,800	
Contractual Services	0	1,500	195	55	1,000	1,200	1,000	
Lease of Building	0	0	0	0	0	0	0	
Telephones	1,141	1,500	1,762	2,452	2,400	2,600	2,400	
Hydrant Rental Fee	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
Utilities - Water	1,800	1,800	1,800	1,800	1,800	1,800	1,800	
Utilities - Sewer	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Repair & Maintenance	5,729	1,500	11,480	1,784	27,000	1,900	10,000	
Education, Training, & Dues	0	1,500	0	30	1,500	1,000	1,500	
Equipment/Vehicle Rent	18,752	2,752	2,775	2,775	2,775	2,775	2,775	
Total Public Works	84,345	73,334	82,581	90,370	121,075	102,375	100,825	

Middeal fees, dog bags, software security fees
6 yd container monthly, and spring clean-up 6800
porta jon rental, waterwheel, Bahle
DOT drug screen,
cell phones, and contracts, phones-Internet service
gen fund to water fund - hydrant use
for water service
for sewer service
fire ext annual service, bids maint
to motor pool for equip rental

	2017 Actual	2018 Budget	2019 Actual	2020 Actual	2021 Adopted	2021 Amended	2022 Proposed
Parks & Recreation							
Administrative Wages	1,376	1,632	1,972	2,214	2,100	2,100	1,100
Wages	24,420	33,145	27,703	30,459	27,800	27,800	32,000
FICA Contribution	1,885	2,661	2,189	2,411	2,150	2,150	2,900
Medical Insurance	4,518	5,552	4,752	5,597	6,800	6,800	8,050
Workers Compensation	553	813	508	550	550	550	775
Retirement Contribution	1,284	1,319	2,769	3,322	3,550	3,550	4,300
Life, AD&D Insurance	424	383	386	447	620	620	650
Unemployment Insurance	5	2,041	3	4	100	100	125
Operating Supplies	2,584	3,500	3,694	3,802	3,500	9,500	7,500
Contractual Service	1,763	2,500	2,320	2,588	2,500	1,200	2,500
Telephones						500	1,200
Insurance	385	385	400	385	400	400	450
Porta John Rental							2,800
Utilities - Electric	2,853	3,000	2,438	3,368	3,400	3,400	3,400
Utilities - Gas	1,049	1,350	1,277	630	1,350	1,350	1,350
Utilities - Water	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Utilities - Sewer	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Repair & Maintenance	4,937	5,000	5,081	4,851	5,000	12,000	7,000
Equipment/Vehicle Rent	15,869	15,869	15,875	15,875	15,875	15,875	15,875
Capital Improvements	19,572	0	0	9,579	30,000	20,000	38,000
Total Parks & Recreation	98,477	94,150	86,367	101,082	120,685	122,895	154,875

Part time park employee

Staff projects- planter boxes, refinished picnic tables, cleaners, pa
 Limble \$700 Remote Video \$250 Striping/lot maintenance/tree work
 New internet for North Park-cameras
 Liability Ins - Par Plan
 Porta John Rental was Public Works
 all parks
 Heat for park bldgs - DTE
 Parks costs for water service
 parks cost for sewer service
 Kal Exc \$5400 Sutton Park damage
 trans to motor pool for park equip rental
 2021- walkway at marina park 4,600, Cameras N park 7000
 Continue Waterwheel Improvements Volley Ball-\$3750
 2022 -Water fountains \$1800
 2022 -Water fountains 3@3000ea
 Park Signs 3 @ 1750 ea
 Suttons Park Path \$15,000
 New Restroom Doors Installed 2@1500

	2017 Actual	2018 Budget	2019 Actual	2020 Actual	2021 Adopted	2021 Amended	2022 Proposed
Motor Vehicle							
Wages (admin wage)	3,157	3,236	3,680	3,715	4,195	4,195	12,500
Wages	18,385	20,262	21,100	20,348	22,759	22,759	21,000
FICA Contribution	1,565	1,798	1,817	1,769	2,065	2,065	2,800
Medical Insurance	3,967	3,697	4,644	5,472	6,200	6,550	7,050
Workers Compensation	358	588	366	396	675	675	725
Retirement Contribution	1,041	1,175	2,470	2,235	3,100	3,100	3,350
Life, AD&D Insurance	327	334	337	398	475	475	500
Unemployment Insurance	2	1,204	2	2	1,600	1,600	1,800
Safety Equipment	160	2,000	1,094	193	2,000	1,650	1,650
Operating Supplies	-82	3,500	3,495	4,398	4,500	7,000	4,500
Gas Purchases	10,957	18,000	14,896	8,892	18,000	18,000	19,000
Insurance	7,500	6,815	7,199	7,199	8,100	8,100	8,100
Utilities - Electric	1,670	2,250	1,852	2,171	2,250	2,250	2,250
Utilities - Gas	2,502	2,500	2,960	1,449	2,000	2,000	2,000
Repair & Maintenance Ground & Building	59	1,500	1,252	-1,274	1,500	3,500	1,500
Vehicle Maintenance	8,419	6,000	31,076	80,853	6,000	3,500	6,000
Equipment Maintenance	23,687	8,000	10,228	10,626	8,000	5,000	8,000
Capital Improvement - Equipment	0	5,000	0	0	0	0	0
Total Motor Vehicle	83,674	88,059	108,468	148,842	93,419	92,419	102,725
Total Operational Expenditures	520,723	544,414	514,415	612,463	630,221	601,455	680,381

oil, filters, mower parts, vehicle parts, shop supplies
1900 in winter, 600 in summer months
increased due to new trucks
DPW bldg
dpw bldg
facility and grounds maint
mower maint, trailers, scrapers, equip

Major Streets

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Actual	2021 Adopted	2021 Amended	2022 Proposed	
Grant Revenue	0	0	0	0	0	0	0	TAP Grant, no rev - st pays for project
Federal Grant Revenue	76,972	76,000	82,319	85,625	77,000	32,000	32,000	ARPA Federal Grant, \$64,000, total in 2 years
State Shared Revenue	475	1,200	4,621	2,617	500	85,000	82,000	2021 winter maint was 19,530
Interest Earnings	0	0	0	0	0	500	500	
Contributions - Private	29,580	30,667	31,613	32,548	31,000	32,500	32,500	From Co Road Comm millage
Contributions - Governmental Units - County	150,000	170,000	220,000	70,000	70,000	70,000	90,000	Gen Fund contrib to Major Street Fund
Transfer In - General Fund	1,252	0	0	0	0	50,990	0	INS Reim(s) \$39,000-\$2400; 9,190 Hydrant reimbursed
Miscellaneous Income	258,179	277,867	338,553	190,790	178,500	270,990	237,000	
Total Major Street Fund Revenue								

Expenditures	2017 Actual	2018 Budget	2019 Actual	2020 Actual	2021 Adopted	2021 Amended	2022 Proposed	
Administrative Wages	4,508	5,592	6,387	6,837	9,132	9,132	15,500	
Wages	30,116	33,445	32,319	31,114	35,100	35,100	32,000	
FICA Contribution	2,494	2,987	2,843	2,784	3,500	3,500	3,600	
Medical Insurance	6,714	7,376	6,684	7,128	8,300	9,100	10,000	
Workers Compensation	1,072	1,400	1,162	1,259	1,500	1,500	1,890	
Retirement Contribution	1,774	1,955	3,862	3,524	4,525	4,525	4,750	
Life, AD&D Insurance	531	517	518	571	625	625	650	
Unemployment Insurance	6	2,094	3	4	2,100	2,100	2,500	
Operating Supplies	4,230	6,000	4,265	4,642	6,000	6,000	6,000	
Engineering Services	0	2,000	0	0	2,000	2,000	2,000	
Audit Services	263	600	562	572	600	600	600	
Contractual Services/Legal	5,224	12,500	1,040	5,719	12,500	11,700	12,000	salt, sand, mulch, projects other than tap maj str portion of audit (6%) snow removal, summer striping, tree maint, sweeping
Building Lease	0	0	0	0	0	0	0	
Liability Insurance	413	413	425	363	425	425	425	
Repair & Maintenance	4,218	8,000	3,967	3,509	8,000	8,000	8,000	patch, street repairs
Sidewalks	1,129	5,000	0	148	5,000	5,000	15,000	Sidewalk Repair

	2021	2022	
Miscellaneous	10,392	0	0
Loan Payment - Property Replacement Fund	2,855	2,855	2,855
Equipment/Vehicle Rent	33,582	33,600	35,600
Capital Improvements	29,882	11,500	80,000
Total Major Street Fund Expenditures	139,403	137,817	233,370
Total Expenditures	139,403	137,817	233,370
Total Revenues	258,179	277,867	237,000
Excess Revenue or Expense (-)	118,776	140,050	3,630
Beginning Fund Balance	156,015	274,791	51,479
Ending Fund Balance	274,791	434,841	55,109

for bldg project pymnt - to prop replace fund
 Trans to Motor Pool
 ARPA -Street-Damaged Culvert

Water Fountain \$2600
 TAP \$190,805
 Elm Street-\$83530
 Elm Guardrail \$6000

St Mary's 15,000
 M-22 camera 15,000
 2 Str Lghts M-22 ?
 ARPA -Street-Damaged Culvert 50,000

Local Street Fund

Revenues	2017	2018	2019	2020	2021	2021	2022
	Actual	Budget	Actual	Actual	Adopted	Amended	Proposed
Grant Revenue	0	0	0	0	0	0	0
State Shared Revenue	48,114	41,000	47,769	50,412	42,000	46,000	48,000
Interest Earnings	253	500	1,671	535	500	100	100
Contributions - Private	0	0	0	0	0	0	0
Transfer In - General Fund	80,000	60,000	60,000	60,000	60,000	60,000	80,000
Miscellaneous Income	275	0	3,064	3,386	0	0	0
Total Local Street Fund Revenues	128,642	101,500	112,504	114,333	102,500	106,100	128,100
Expenditures	2017	2018	2019	2020	2021	2021	2022
	Actual	Budget	Actual	Actual	Adopted	Amended	Proposed
Administrative Wages	4,508	5,593	6,387	6,837	8,000	8,000	15,500
Wages	28,986	32,201	31,013	29,761	33,000	33,000	31,000
FICA Contribution	2,411	2,850	2,747	2,687	3,375	3,375	3,500
Medical Insurance	6,514	7,140	6,472	6,856	8,300	8,800	9,800
Workers Compensation	1,072	1,700	1,124	1,220	1,600	1,600	1,785
Retirement Contribution	1,718	1,900	3,732	3,390	4,200	4,200	4,650
Life, AD&D Insurance	512	500	499	553	625	625	650
Unemployment Insurance	6	1,000	3	4	350	350	2,500
Operating Supplies	2,281	3,500	4,546	3,972	4,500	4,500	4,500
Engineering Services	0	0	0	0	2,000	2,000	2,000
Audit Services	241	600	562	572	600	600	600
Contractual Service	3,404	11,500	1,040	6,445	8,500	9,500	8,000
Insurance	0	0	0	0	0	0	0
Repair & Maintenance	413	413	425	363	425	425	425
Rep & Maint - Broadway Street	4,295	3,500	4,928	5,748	6,500	8,500	6,500
Sidewalks	0	0	0	35,778	40,000	6,000	1,000
	682	0	0	148	5,000	5,400	11,000

sales tax rev fr st of mt, includes winter maint rev 16,755

fr gen fund

10% of gr wage

salt, sand, mulch, signs, etc

loc sir portion of audit (6%)

sweeping, tree maint, painting 2021-Cockfield/gt survey South Shc

patch, brine, street repair, KAL S Shore -2021

New acct 2020, brw drainage issues

2021 GT Masonry/2022 Sidewalk R&R

Property Replacement Fund	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	
Equipment/Vehicle Rent	28,050	28,050	28,050	28,050	28,050	28,050	28,050	28,050	28,050	28,050	28,050	
Capital Improvements	6,414	0	0	19,482	0	0	0	0	0	0	60,000	
Total Local Street Fund Expenditures	94,362	103,302	94,363	154,721	158,880	128,780	128,780	128,780	128,780	128,780	195,315	
Total Expenditures	94,362	103,302	94,363	154,721	158,880	128,780	128,780	128,780	128,780	128,780	195,315	
Total Revenues	128,642	101,500	112,504	114,333	102,500	106,100	106,100	106,100	106,100	106,100	128,100	
Excess Revenues or Expense (-)	34,280	-1,802	18,121	-40,388	-56,380	-22,680	-22,680	-22,680	-22,680	-22,680	-67,215	
Beginning Fund Balance	100,591	134,871	133,069	151,190	110,802	110,802	110,802	110,802	110,802	110,802	88,122	
Ending Fund Balance	134,871	133,069	151,190	110,802	54,422	88,122	88,122	88,122	88,122	88,122	20,907	

Local Street portion of Bligs loan payment
Trans to Motor Pool

2022	
Elmers/Lincoln St #1	23,000
Elmer's/Lincoln St #2	19,500
Elmer's/Grove	16,500